

NASA StaRS Electronic Signatures (ESIG)

*Saving paper, streamlining processes,
improving quality*

GRC Position Management Board
April 14, 2010



Notional ESIG “Change Vision” for Securing Required Approvals and Documentation

Current State



Future State





Benefits of ESIG

- Reduces use of paper, handling delays, security risks
- Improves status communication: manager and HR Rep receive confirmation e-mail when certificate is signed, and HR Rep receives confirmation e-mail when additional signatures are required
- Automatically and accurately documents Resumix system with required information: dates of signature, offer, and enter on duty date for HRR efficiency and better audit results
- Improves return rate of manager satisfaction surveys and consequential quality improvements
- Fulfills Agency-wide requirement for use of ESIG to simplify and improve Agency data gathering and reporting
- Aids Center progress toward meeting goals of federal hiring reforms



Process Summary

1. Selecting official receives e-mail containing link to certificate, to ESIG login for specific certificate, and to manager's survey.
 2. Selecting official accesses certificate of eligibles and resumes, same as today.
 3. To document selection, selecting official accesses ESIG, using WebTADS user id and password to log in.
 4. On ESIG certificate, selecting official clicks on the relevant disposition choices and adds any remarks for each candidate, **then enters reason selectee chosen over the others and the names of the interview panelists in the Comments section (Maximum 4,000 characters)***
- * This information required for high grade selections in lieu of a meeting with Center Director for approval.



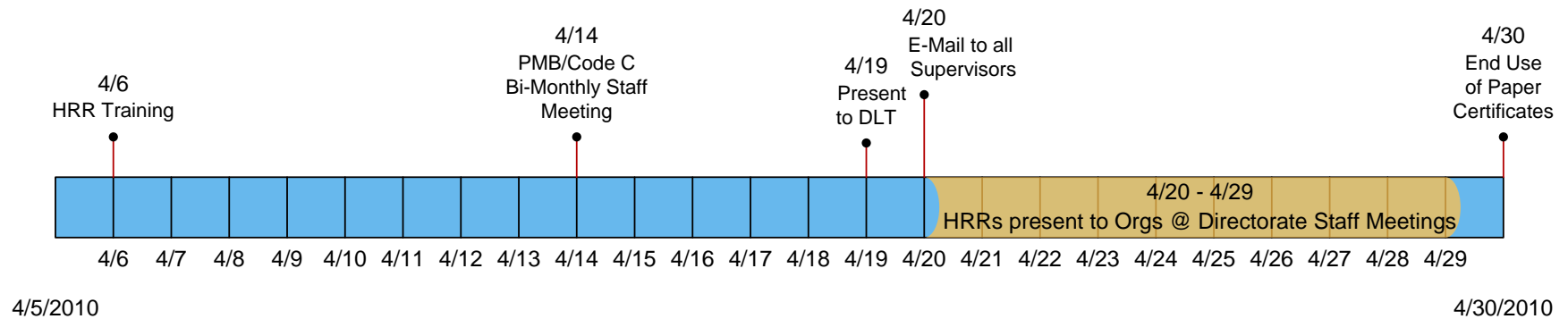
Process Summary

5. Selecting official/reviewing manager selects one of two radio buttons:
 - a. Only one signature needed (default selection), or
 - b. Additional signatures required
6. For additional signature, an input area is exposed to type email address of next manager required to sign the certificate. Help hyperlink is also exposed to allow e-mail address search
7. Manager clicks “sign cert” button
8. Repeat steps 5 and 6 until final management review
9. Final reviewing manager selects “sign cert” button as the final signature
10. Selecting official links to NASA STARS satisfaction survey and completes survey to suggest future improvements



Implementation Plan

- Goal is to eliminate paper certificates by April 30, 2010,





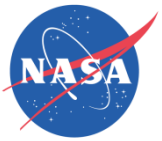
Backup Charts



StaRS

Certificate with Multiple Signatures

April 2010

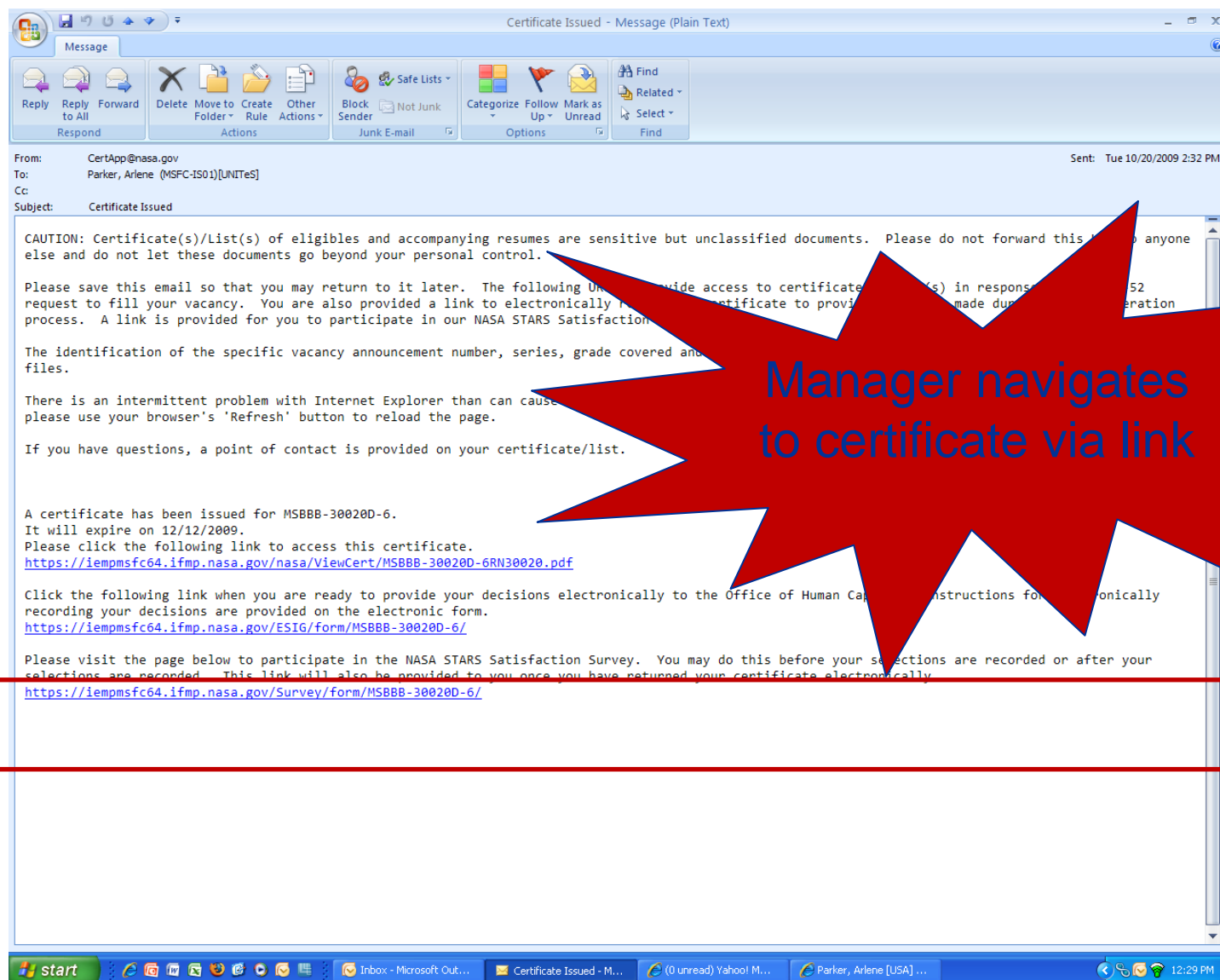


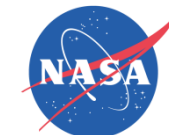
Receiving The E-mail

- Manager receives email from the Human Resources Representative with the following:
 - Link to certificate PDF
 - Link to Electronic Signature (ESIG) login for specific certificate
 - Link to manager's survey



Certificate Link





Certificate

Bookmarks

- Certificate MSBBB-30020D-6
- HAN, Jin
- Jeffords, Jennifer
- Kukreja, Sunil
- Chan, Mai-San
- Chiang, William
- Ferguson, Robert
- Li, Jason
- Pham, Stacey
- Shirazi, Calvin

NASA - Marshall Space Flight Center DELEGATED EXAMINING CERTIFICATE

Title: Aerospace Engineer	Series/Grade: GS-0561-13	Certificate #: MSBBB-30020D-6
Organization: AA000	Vacancy #: MSBBB	Date Issued: 09/23/2009
DDR Representative:	Contact Info: Evar	Expiration Date: 12/12/2009

The following candidates are provided to be considered for the position identified above. You may select any applicant whose name appears on this certificate, as long as you do not pass over a veteran to select non-veteran. You may pass over a veteran to select another veteran. Once you have made your selection, click on the link below to electronically provide your decisions to the Office of Human Capital. As an alternative approach, you may print this certificate, mark Action code "A" opposite the selectee's name and obtain all required signatures before returning to the Office of Human Capital. NOTE: Please do not make a job offer or arrange a release date for your selected candidate. Sign and return this certificate electronically at this address
<https://iempsmfc64.ifmp.nasa.gov/ESIG/form/MSBBB-30020D-6/>

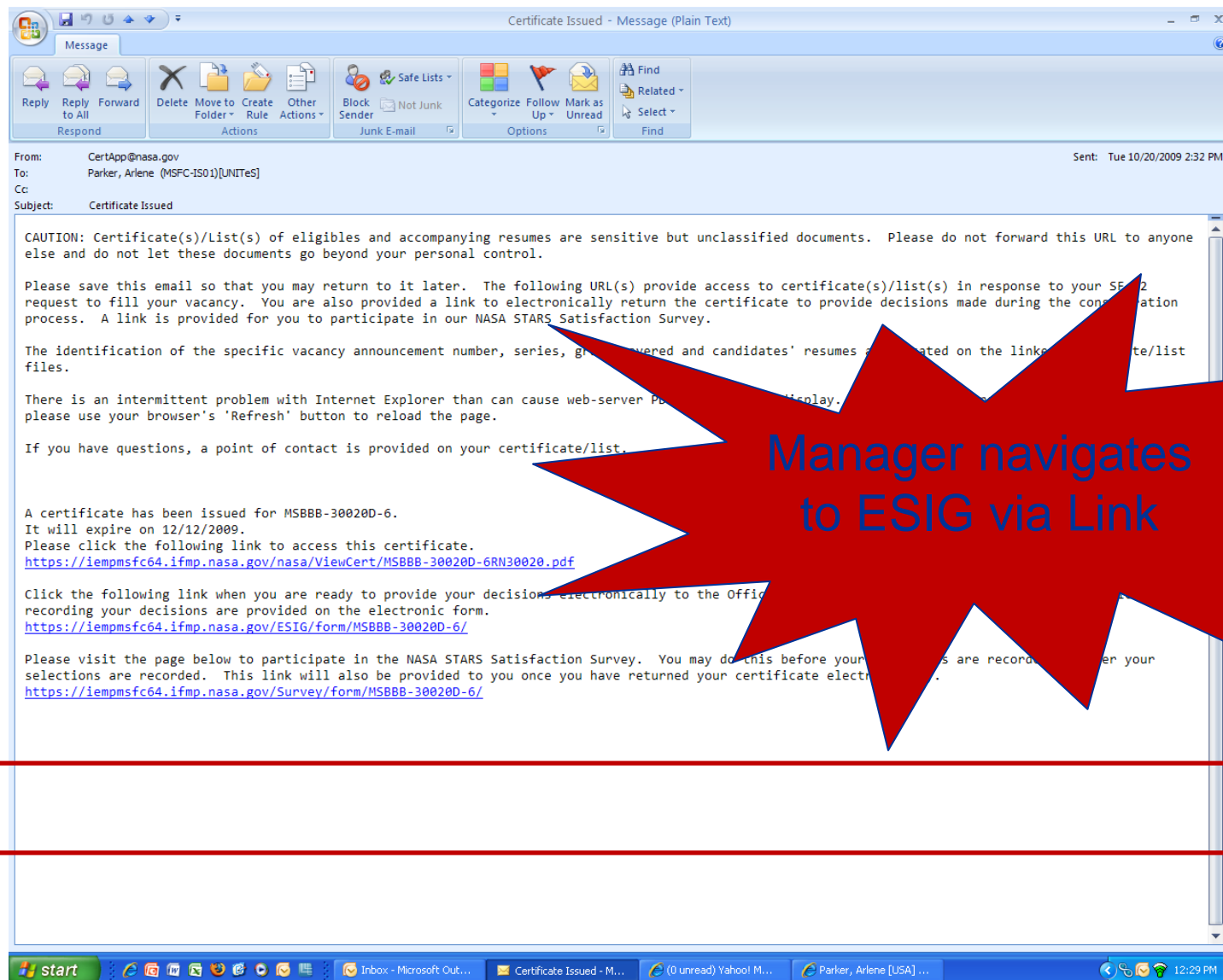
Action (see note 1)	Rating	Vet Pref (see note 2)	Name	X = Inter- viewed	(Remarks)
	70	TP	HAN, Jin		
	70	TP	Jeffords, Jennifer		
	70	CPS	Kukreja, Sunil		
	70	NV	Chan, Mai-San		
	70	NV	Chiang, William		
	70	NV	Ferguson, Robert		
	70	NV	Li, Jason		
	70	NV	Pham, Stacey		
	70	NV	Shirazi, Calvin		

Instructions to the Selecting Official:

- Action Codes: Record the disposition of candidates in the action column above as follows:
 A - Selected
 NS - Not Selected
 D - Declined (Specify reason for declination in remarks)
 FR - Failed to Reply (Specify attempt to contact in remarks)
- Veterans' Preference Codes: For your information:
 CPS - 10 pt compensably disabled 30%+
 CP - 10 pt compensably disabled 1-29%
 XP - 10 pt Purple Heart, non-compensable < 10% disabled
 widow, mother, spouse
 TP - 5 pt tentative preference
 NV - Non-Veteran/no preference



ESIG Link





Login To View Certificate

NASA - NASA Jobs - STARS - Windows Internet Explorer

https://iempmsfc64.ifmp.nasa.gov/ESIQ/form/MSBBB-30020D-6/

File Edit View Favorites Tools Help

NASA JOBS

NASA reaches the stars through people. NASA reaches people through NASA STARS.

NASA Applicant Guide
FAQ
USAJOBS resume
Public Job Search
NASA Civil Servant Job Search
NASA Jobs Home
10 Point Preference Eligible Info
General Employment Inquires
Helpdesk Support

Welcome to NASA STARS
The NASA Staffing and Recruitment System
This is the STARS Hiring Certificate Signature Module.

Use your WebTADS User ID and Password to log in.

User ID Payroll Center: ARC

Password

- Review the certificate.
- Mark the appropriate actions.
- Press the Sign Cert button.

Login

NASA Official: Susan Cotter

- Login using your WebTADS User ID and Password
 - Page will refresh with Certificate Signature Module



Certificate Signature Module

NASA JOBS

NASA reaches the stars through people. NASA reaches people through NASA STARS.

[NASA Applicant Guide](#)
[FAQ](#)
[USAJOBS resume](#)
[Public Job Search](#)
[NASA Civil Servant Job Search](#)
[NASA Jobs Home](#)
[10 Point Preference Eligible Info](#)
[General Employment Inquiries](#)
[Helpdesk Support](#)

Welcome to NASA STARS
The NASA Staffing and Recruitment System
This is the STARS Hiring Certificate Signature Module.

The following candidates are provided to be considered for the position identified below. You may select any applicant whose name appears on this certificate, as long as you do not pass over a veteran to select a non-veteran. You may pass over a veteran to select another veteran. Once you have made your selection, use the radio button to the left of the applicant's name to document the selection, indicate applicant(s) not selected, or applicant(s) that decline. Please indicate the applicants interviewed. A comments section is provided to add comments, as required. Please ensure that all organizational approvals are obtained before electronically returning your certificate to the Office of Human Capital. To electronically send your decisions, click on the "Sign Cert" button at the bottom. Please do not make a job offer or arrange a release date for your selected candidate. Veteran's preference codes are as follows: CPS-10 point compensable disability rated at 30% or more; CP-10 point compensable disability rated from 10% to 29%; XP-10 point purple heart recipient, disability rated at less than 10%; widow, mother, or spouse; TP-5 point tentative preference; NV-Non-Veteran/no preference.

NASA - Marshall Space Flight Center
DELEGATED EXAMINING CERTIFICATE

Title: Aerospace Engineer	Series/Grade: GS-0851-13	Certificate: MSBBB-30020D-6
Organization: AAS00	Vacancy: MSBBB	Date Issued: 09/23/2009
HR Representative: Orman	Contact Info: Orman	Expiration Date: 12/12/2009

Action Selected Not Selected Applicant Declined	Rating	Vet Pref see note	Name	Check if Interviewed	Remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	TP	HAN	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	TP	Jeffords,	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	CPS	Kulreja	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Char	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Chiang	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Ferguson	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Li,	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Pham,	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Shirad,	<input checked="" type="checkbox"/>	remarks remarks remarks

Forms with prior actions will pre-populate with last actions recorded



Certificate Signature Module (Continued)

<input type="checkbox"/> S	<input checked="" type="checkbox"/> NS	<input type="checkbox"/> AD	70	NV	Chiang, V	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/> S	<input checked="" type="checkbox"/> NS	<input type="checkbox"/> AD	70	NV	Ferguson,	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/> S	<input checked="" type="checkbox"/> NS	<input type="checkbox"/> AD	70	NV	Li,	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/> S	<input checked="" type="checkbox"/> NS	<input type="checkbox"/> AD	70	NV	Pham,	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/> S	<input type="checkbox"/> NS	<input checked="" type="checkbox"/> AD	70	NV	Shirazi,	<input checked="" type="checkbox"/>	remarks remarks remarks

Comments:
comment comment comment

☒ My signature finalizes the actions indicated on this Hiring Certificate.
☐ Additional Signatures are required before this Hiring Certificate is final.

Sign this certificate by entering your email address and pressing the button.

I, DOUGLASTester certify this selection document. Testy, T @nasa.gov

After pressing the button, please wait for the next page to load before closing your browser.

NASA Official: Susan Cotter

ESIG form is presented in the same sorting order as the Certificate, with manager's name and email pre-populated in the signatory area



Certificate Signature Module

(Continued)

NASA JOBS

Welcome to NASA STARS
The NASA Staffing and Recruitment System
This is the STARS Hiring Certificate Signature Module.

Manager selects radio actions, interview check boxes and provides comments as needed

Title: Aerospace Engineer
 Org: NASA
 Series/Grade: GS-0851-13
 Vacancy: MSBBB
 Certificate: MSBBB-30020D-6
 Date Issued: 09/23/2009
 Expiration Date: 12/12/2009

Action Selected Not Selected Applicant Declined	Rating	Vet Pref see note	Name	Check if Interviewed	Remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	TP	HAN	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	TP	Jeffords	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	CPS	Kukreja	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Char	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Chiang	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Ferguson	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Li	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Pham	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	70	NV	Shirazi	<input checked="" type="checkbox"/>	remarks remarks remarks

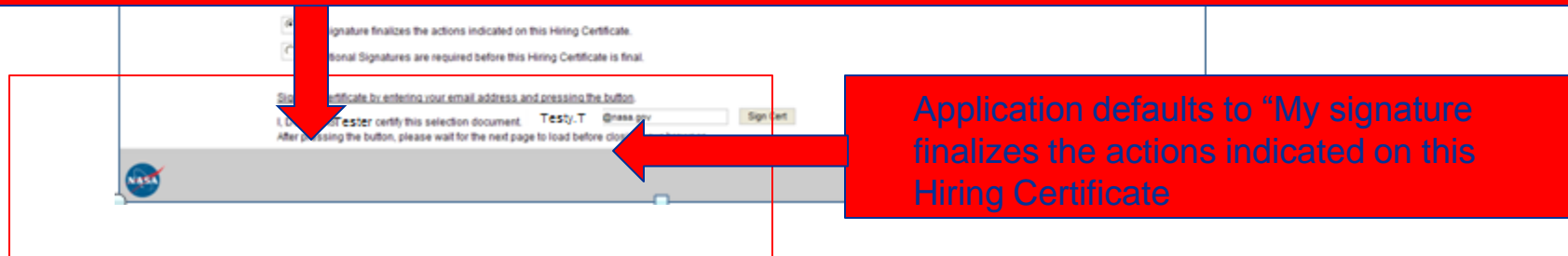


Certificate Signature Module

(Continued)

Manager selects one of two new radio buttons:

1. My signature finalizes the actions indicated on this Hiring Certificate
2. Additional signatures are required before this Hiring Certificate is final





Certificate Signature Module (Continued)

The screenshot shows a web interface for signing a certificate. At the top, there is a table with five rows of data. Each row contains a set of radio buttons (S, NS, AD), a date (7/0), a name (Chang, I; Ferguson; Li,; Pham; Shinad.), a checkbox, and a text field containing 'remarka remarka remarka:'. Below the table is a 'Comments:' section with three text input fields. At the bottom, there are two checkboxes: 'My signature finalizes the actions indicated on this Hiring Certificate.' and 'Additional Signatures are required before this Hiring Certificate is final.' Below these is a text input field for an email address, followed by a 'Sign Cert' button. A red box highlights the 'Sign Cert' button, and a red arrow points to it from a text box that says 'Manager clicks "Sign Cert" button as the final signature'. The footer of the page includes the NASA logo and the text 'NASA Official: Susan Coffey'.

<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	7/0	NV	Chang, I	<input type="checkbox"/>	remarka remarka remarka:
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	7/0	NV	Ferguson	<input type="checkbox"/>	remarka remarka remarka:
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	7/0	NV	Li,.	<input type="checkbox"/>	remarka remarka remarka:
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	7/0	NV	Pham,	<input type="checkbox"/>	remarka remarka remarka:
<input type="radio"/> S <input type="radio"/> NS <input type="radio"/> AD	7/0	NV	Shinad,	<input type="checkbox"/>	remarka remarka remarka:

Comments:
comment 1 comment 2 comment 3

☐ My signature finalizes the actions indicated on this Hiring Certificate.
☐ Additional Signatures are required before this Hiring Certificate is final.

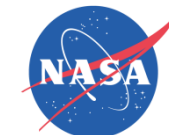
Sign this certificate by entering your email address and pressing the button.

I, DOUGLASTester certify this selection document. Testy, T @nasa.gov

After pressing the button, please wait for the next page to load before closing your browser.

NASA Official: Susan Coffey

- Manager receives confirmation email from ESIG
- HR Rep receives confirmation email from ESIG
- ESIG inserts appropriate actions into Resumix



Certificate Signature Module

(Continued)



<input type="checkbox"/>	<input checked="" type="checkbox"/>	NS	<input type="checkbox"/>	AD	TO	NV	LI	<input type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	NS	<input type="checkbox"/>	AD	TO	NV	Pham, I	<input type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	NS	<input type="checkbox"/>	AD	TO	NV	Shirazi	<input type="checkbox"/>	remarks remarks remarks

Manager selects “Additional Signatures are required before this Hiring Certificate is final.”



My signature finalizes the actions indicated on this Hiring Certificate.

☒ Additional Signatures are required before this Hiring Certificate is final.

Please enter the email address of the next supervisor needed to sign this certificate:

[Help](#) - [Search for email](#)

Sign this certificate by entering your email address and pressing the button

I, DOUGLAS **Tester** certify this selection document. **Tester, T** @nasa.gov

After pressing the button, please wait for the next page to load before closing your browser.



NASA Official: Susan Cotter



Certificate Signature Module

(Continued)



<input type="checkbox"/> S	<input checked="" type="checkbox"/> NS	<input type="checkbox"/> AD	70	NV	LI, []	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/> S	<input checked="" type="checkbox"/> NS	<input type="checkbox"/> AD	70	NV	Pham, I []	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="checkbox"/> S	<input type="checkbox"/> NS	<input checked="" type="checkbox"/> AD	70	NV	Shrad, []	<input checked="" type="checkbox"/>	remarks remarks remarks

Input area is exposed giving manager an area to type in email address of next manager required to sign

☐ My signature finalizes the actions indicated on this Hiring Certificate.

☒ Additional signatures are required before this Hiring Certificate is final.

Please enter the email address of the next supervisor needed to sign this certificate:

[Help - Search for email](#)

Sign this certificate by entering your email address and pressing the button.

I, DOUGLAS Tester, certify this selection document. @nasa.gov

After pressing the button, please wait for the next page to load before closing your browser.





Certificate Signature Module

(Continued)



NASA Official: Susan Cotter

<input type="radio"/> S	<input checked="" type="radio"/> NS	<input type="radio"/> AD	70	NV	LI, []	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S	<input checked="" type="radio"/> NS	<input type="radio"/> AD	70	NV	Pham, []	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S	<input checked="" type="radio"/> NS	<input type="radio"/> AD	70	NV	Shirazi, []	<input checked="" type="checkbox"/>	remarks remarks remarks

Help hyperlink is exposed to allow search for email address. <http://x55.nasa.gov> opens in new window.

☐ My signature finalizes the actions indicated on this Signing Certificate.
☒ Additional Signatures are required before this Signing Certificate is final.

Please enter the email address of the next supervisor required to sign this certificate:

[Help - Search for email](#)

Sign this certificate by entering your email address and pressing the button.

I, DOUGLAS Tester, certify this selection document.

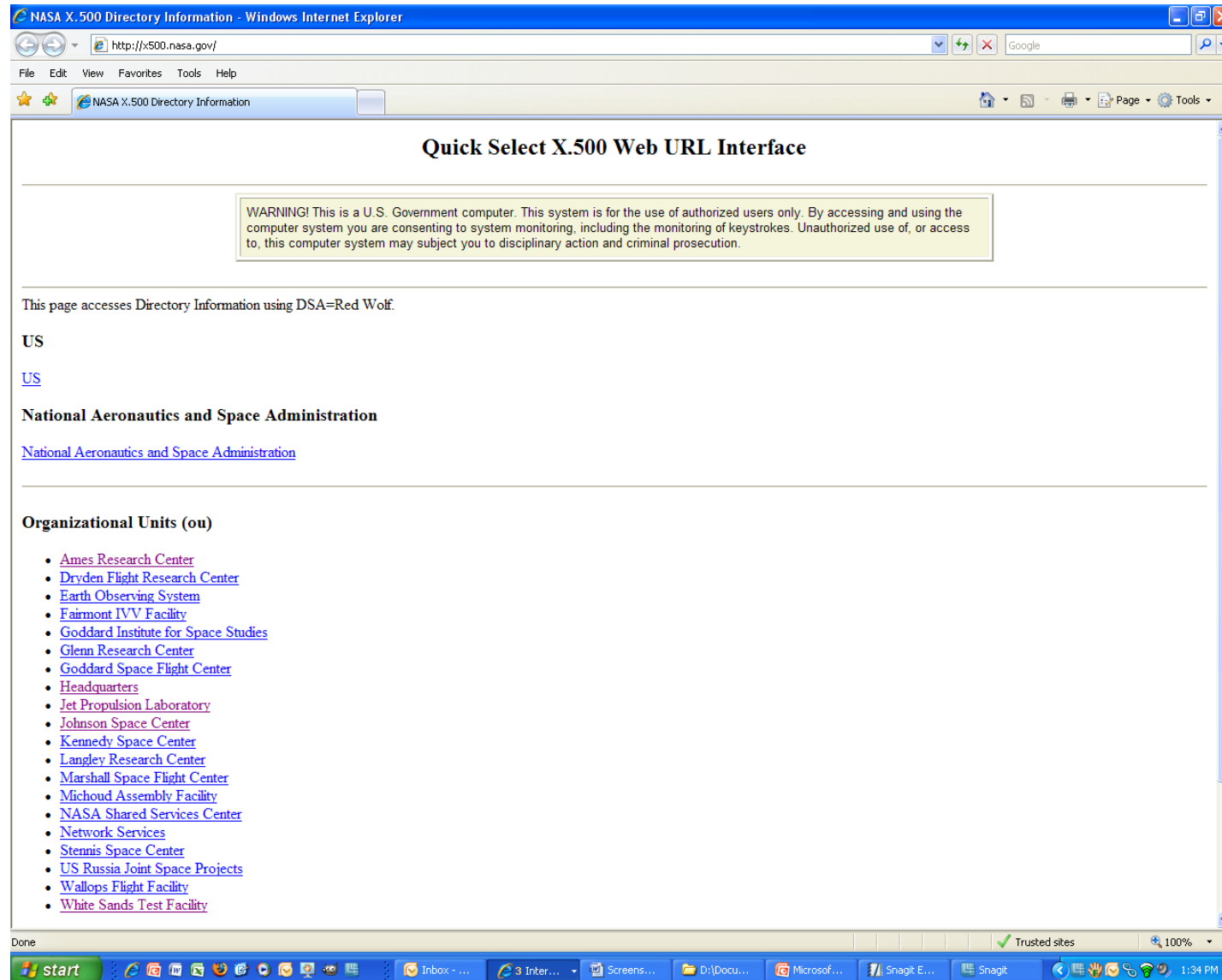
After pressing the button, please wait for the next page to load before closing your browser.



NASA Official: Susan Cotter



Quick Select X.500 Web URL Interface





Certificate Signature Module

NASA Official: Susan Colter

<input type="radio"/> S	<input checked="" type="radio"/> NS	<input type="radio"/> AD	70	INV	LI, []	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S	<input checked="" type="radio"/> NS	<input type="radio"/> AD	70	INV	Pham, []	<input checked="" type="checkbox"/>	remarks remarks remarks
<input type="radio"/> S	<input checked="" type="radio"/> NS	<input type="radio"/> AD	70	INV	Shrad, []	<input checked="" type="checkbox"/>	remarks remarks remarks

Comments:
connect connect connect

☐ My signature finalizes the actions indicated on this Hiring Certificate.
☒ Additional Signatures are required before this Hiring Certificate is final.

Please enter the email address of the next supervisor needed to sign this certificate:
 [Help - Search for email](#)

Sign this certificate by entering your email address and pressing the button.

I, DOUGLAS Tester, certify this selection document. Tester.T@nasa.gov

After pressing the button, please wait for the next page to load before closing your browser.

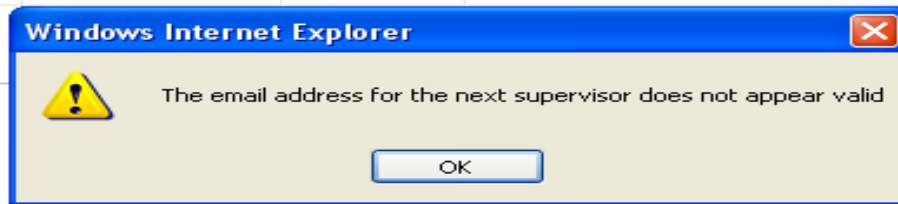
NASA Official: Susan Colter

Manager clicks "Sign Cert" button



ESIG Validation

- ESIG form is validated
 - Is the email address valid? **No**



- Error message is displayed

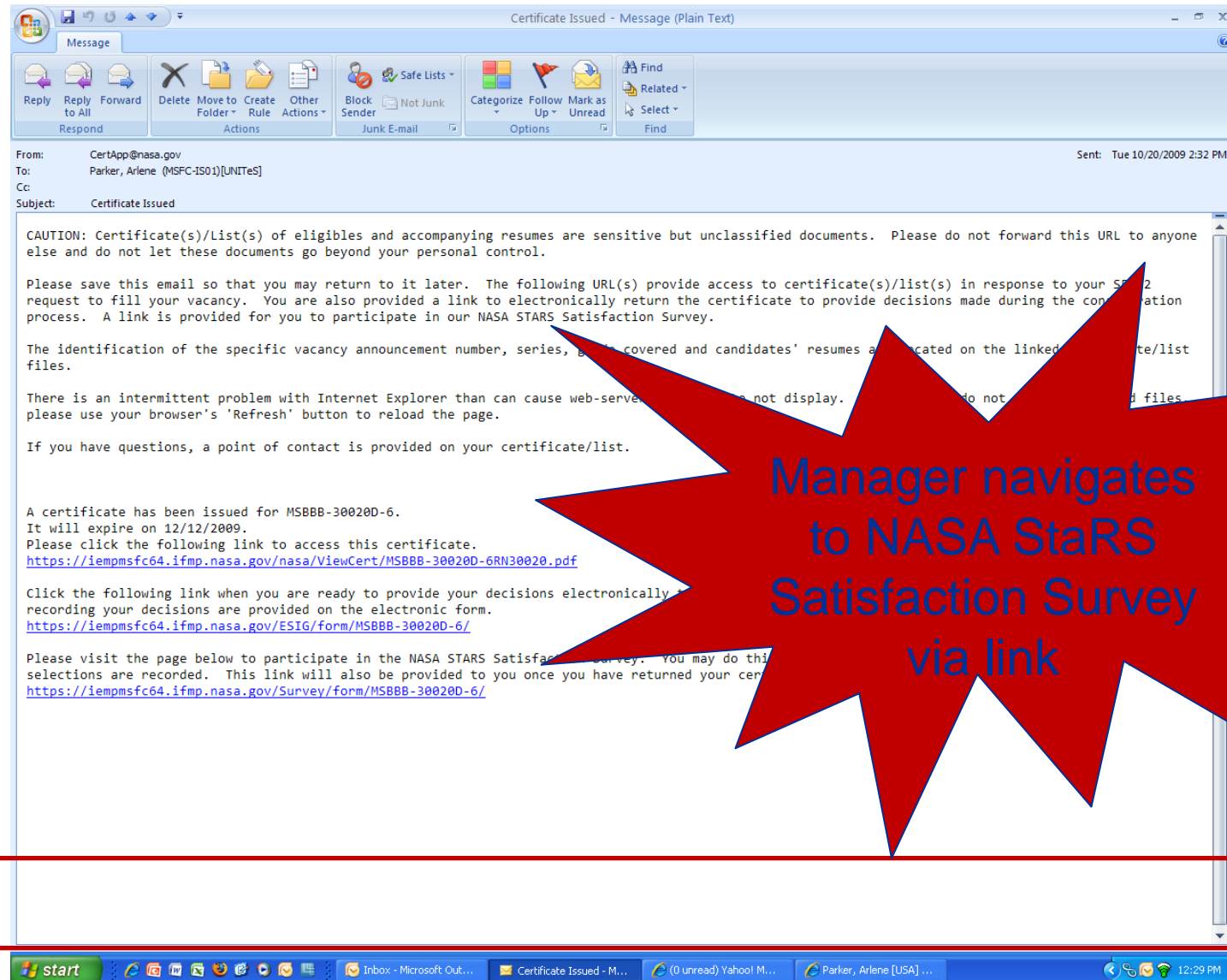


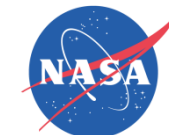
ESIG Validation (*Continued*)

- ESIG form is validated
 - Is the email address valid? **Yes**
 - Manager receives confirmation email from ESIG
 - HR Rep receives confirmation email from ESIG indicating additional signature is required
 - ESIG inserts appropriate actions into Resumix
 - ESIG sends email to address listed in input area of form containing:
 - Link to Certificate PDF
 - Link to ESIG Module for specific certificate
 - Instructions



NASA StaRS Satisfaction Survey Link





NASA StaRS Satisfaction Survey Link

(Continued)



National Aeronautics and Space Administration
NASA JOBS

NASA reaches the stars through people. NASA reaches people through NASA STARS.

[NASA Applicant Guide](#)[FAQ](#)[USAJOBS resume](#)[Public Job Search](#)[NASA Civil Servant Job Search](#)[NASA Jobs Home](#)[10 Point Preference Eligible Info](#)[General Employment Inquiries](#)[+Helpdesk Support](#)

NASA Staffing and Recruiting System -- Hiring Manager's Satisfaction Survey

Please answer all questions and comment where appropriate.

Name (optional):

Certificate Number:

MSBBB-30020D-6

How many jobs have you filled through NASA STARS?

1. I actively participated in reviewing the applications listed on the Certificate of Eligibles (referral list).

☐ Yes ☐ No

2. I actively participated in interviewing applicants.

☐ Yes ☐ No

3. I actively participated in selecting the final candidate.

☐ Yes ☐ No

4. On a scale of 1 to 5, with 1 being Not Satisfactory and 5 being Outstanding, how would you rate the degree to which the applicants on your referral list matched the qualification requirements to successfully perform the duties of the position?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5. On a scale of 1 to 5, with 1 being Not Satisfactory and 5 being Outstanding, how would you rate the quality of the advice you received from the human resources office?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

6. Do you feel that the vacancy announcement and the skills used adequately reflected the duties and responsibilities of your vacant position? If the answer is No, please comment below.

☐ Yes ☐ No



NASA StaRS Satisfaction Survey Link

(Continued)

recruitment incentives, retention incentives, student loan repayment, pay setting flexibilities, annual leave enhancements, etc?

☐ Yes ☐ No

11. If you have used any of the flexibilities, which do you believe to be the most benefit to NASA in obtaining highly qualified applicants? Please indicate below.

maximum 4000 characters

12. Do you believe the current flexibilities fully meet NASA's needs in attracting and hiring the best and the brightest? If No, please explain below.

☐ Yes ☐ No

maximum 4000 characters

13. On a scale of 1 to 5, with 1 being Not Satisfactory and 5 being Outstanding, how satisfied are you with having the information that is needed to make effective decisions regarding your workforce staffing requirements. If you respond with 1, 2, or 3, explain below with how HR could improve.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Click "Submit survey"

Other General Comments

maximum 4000 characters

Submit survey



NASA Official: Susan Cotter